

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
Desert Diamond Casino- Conference A
7350 S. Nogales Hwy Tucson, AZ 85756
November 6, 2023 1:00 PM-3:30 PM
Meeting Minutes**

REGULAR MEETING

I. CALL TO ORDER: (Irasema Olvera- 5 Min.)
President

Ms. Irasema Olvera Calls Meeting to order at 1:04 P.M.

II. IDENTIFICATION OF BOARD MEMBERS: (Anna Castro- 5 Min.)
Roll Call – Secretary

Attendance called by Mrs. Anna Castro, Secretary of SEACAP.

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income, Primary
Peggy Judd, Cochise County, Public Primary
Gwen Calhoun, Cochise County, Private
Monica Miller, Greenlee County, Private Primary
Linda Valenzuela, Santa Cruz County, Low-Income Primary
Raymond Hidalgo, Santa Cruz County, Private Primary
Nancilee Hill Waits, Greenlee County, Low-Income Primary
Irasema Olvera, Santa Cruz County, Public Primary
Suzanne Smith, Graham County, Low-Income Primary- Telephonically

PRIMARY MEMBERS NOT PRESENT:

Jenny Howard, Graham County, Private
Clay Mack, Graham County, Public Primary
Erica Gonzalez, Greenlee County, Public Primary

ATLERNATE MEMBERS PRESENT:

Norma Lucero, Santa Cruz County, Private Alternate
Juan Balderas, Santa Cruz County, Public Alternate

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director
Monica Valadez, Administrative Assistant
Anna Castro, Secretary
Diana Merino, Fiscal/ Contracts Manager
Cecilia Brown, Santa Cruz & Southern Cochise County Regional Coordinator
Alexia Hurtado, Northern Cochise, Graham & Greenlee County Regional Coordinator
Gustavo Campillo, Weatherization Program Manager

III. ESTABLISH QUORUM: (Anna Castro- 5 Min.)

Secretary
Quorum Established

IV. DECLARATION OF CONFLICT OF INTEREST: (Irasema Olvera - 5 Min.)

Board Members and staff will declare a conflict of interest. The declaration of a conflict of interest must be made prior to discussion of any agenda item in which a Board Member or staff member determines they have a conflict of interest.

None verbalized at this time.

V. CALL TO THE PUBLIC: (Irasema Olvera - 5 Min.)

None Verbalized at this time.

VI. COLBY & POWELL: (Scott Graff – 20 Min.)

A. SFY23 SEACAP Audit (Action)

Mr. Scott Graff presents SFY23 June 30, 2023 Audit. He goes on to explain the audit procedure and suggests accounting training on end of year and the summaries of the financial reports. He continues on the details of the fiscal tables included in the audit SEACAP received a “Clean Opinion”.

Mrs. Peggy Judd Motions to Accept the SFY2023 SEACAP Financial Audit Report by Colby& Powell as presented for filing.

Mrs. Shirley Ross Seconds the Motion.

All in Favor. Motion Passes.

VII. CONSENT AGENDA: (Irasema Olvera - 5 Min.)

A. Consideration of Approval of Meeting Minutes (Action)

1. September 14, 2023 Board Meeting Minutes

Item 7 will be TABLED and Discussed at February 2024 meeting.

VIII. PROGRAM REPORT: (Yvette Ramirez – 40 Min.)

A. Current Events

1. WILDFIRE AZ Diaper Bank Update

Mrs. Yvette Ramirez explains the continuance issue in distributing diapers in all Four Counties.

Discussion and questions start among board members on how to promote program.

2. RAP (Rental Assistance Program) Update

Mrs. Ramirez talks about how the application for the program is submitted through the LIHEAP (Low-Income Housing Energy Assistant Program) online portal expressing concerns on requirements and eligibility.

3. WAP BIL Update

Mrs. Ramirez states that program is moving forward working with new contractors. She explains how SEACAP is producing more completions than anyone else in the state, she goes on to explain the process on how the program evaluates expenditure and production.

She explains how the DOH (Department of Housing) allocated extra funding to SEACAP from January 2024 to June 2024.

B. Website

No updates at this time.

IX. FINANCIAL REPORT: (Diana Merino – 15 Min.)

A. One AZ Credit Union Credit Card Update

Mrs. Diana Merino updates that Ms. Alexia Hurtado has been issued credit card.

X. BOARD OF DIRECTORS REPORT: (Irasema Olvera – 50 Min.)

A. LIHEAP Online Portal Concerns/ Discussion

Mr. Yvette Ramirez expresses concerns and discusses on DCAD (Department of Community Action and Development) sending letters and updates confusing the elderly on when they will qualify for assistance. Expressing the four counties being Rural vs. Metro, not having the ability to apply online.

B. Discussion for Service Recognition for Mr. Paul David.

Mrs. Ramirez asks for direction from the board on a recognition gift for Mr. Paul David. Suggestions made by board.

There is discussion about sending a gift to Mr. Horatio Skeete on gratuitously reviewing SEACAP audits for the past five years.

C. SFY Board Self-Assessment Cumulative Report (Action)

D. 2023 CAPLAW Conference Brief

Mrs. Gwen Calhoun will submit brief notes to Mrs. Irasema Olvera on CAPLAW Conference at next meeting.

Executive Session

E. SFY2023 Executive Director Evaluation (Action)

1. Job Description
2. Annual Salary

Items C and E will be TABLED and discussed on November 21, 2023 Teleconference.

XI. NEW BUSINESS:

None verbalized at this time.

XII. FUTURE AGENDA ITEMS:

None verbalized at this time.

XIII. MEETING DATE:

*Thursday February 15, 2024 at 10:00 AM located at Benson Center Cochise College 1025
State Route 90 Benson, AZ 85602*

XIV. ADJOURNMENT

Mrs. Monica Miller motions for Adjournment.

Mrs. Shirley Ross Seconds the Motion.

All in Favor. Meeting adjourned at 2:56 PM.

**An Executive Session may be called to address legal and/or personnel issues.*

If you will not be able to attend the meeting, you may participate, via conference call, by calling the number listed below: Conference Call Telephone Number: **1-877-885-3221** Participant Passcode: **9629550**